

Approved For Release 2005/11/04 : CIA-RDP78-00487A000100180008-6

SECRET

RAB
96-67

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE

FOR THE

Joint Computer Support
OFFICE OF COMPUTER SERVICES



Approved For Release 2005/11/04 : CIA-RDP78-00487A000100180008-6

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RECORDS CONTROL SCHEDULE		SCHEDULE NO. 96 95-67-1
Approved For Release 2005/11/21 : CIA-RDP78-A00487A000100180008-6		CONCURRENCE
OFFICE, DIVISION, BRANCH OFFICE OF COMPUTER SERVICES, Deputy Director for Science and Technology		SIGN TITLE Director, OCS, DDS&T
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)
0.	<p><u>INTRODUCTION</u></p> <p>a/ This schedule is a composite schedule for the Office of Computer Services, Deputy Director for Science and Technology. The records covered by this schedule are those accumulated by the Office of Computer Services in fulfilling its mission to:</p> <p>(1) Develop and operate a computer services organization to satisfy automatic data processing requirements from any component of the Agency, including:</p> <p style="margin-left: 20px;">(a) Systems analysis. ^{4b} (b) Programming assistance. ^{4b} (c) Operation of computer equipment.</p> <p>(2) Provide advice, technical information, or other ADP information to various Agency components.</p> <p>b. The functions and responsibilities of the Office of Computer Services include:</p> <p>(1) Conducting or assisting in feasibility studies and the design of appropriate ADP systems in response to requests from Agency components.</p> <p>(2) Serving as the focal point for feasibility studies and</p>	DISPOSITION INSTRUCTIONS
		<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Group 1 Excluded from automatic downgrading and declassification </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Group 1 Excluded from automatic downgrading and declassification </div>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
0.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6</p> <p><u>INTRODUCTION (cont'd)</u></p> <p>Directorate for Science and Technology.</p> <p>(3) Preparing and/or conducting such computer software or programs as are required to support the computer operations of the Office of Computer Services.</p> <p>(4) Equipping and operating a computer center to perform the full range of ADP services.</p> <p>(5) Maintaining a staff of qualified technical personnel who can consult with and assist other Agency components in matters related to ADP.</p> <p>(6) Collaborating with the Office of Security, Office of Communications, other Agency components, and members of the Intelligence Community in developing and effecting appropriate security measures for ADP.</p>	30.0	
1.	<p><u>POLICY FILES</u></p> <p>These files are those held in the executive offices of the Director, Office of Computer Services, DDS&T. These files consist of correspondence, reports, memoranda, committee reports, and other documents relative to the direction of the Office of Computer Services, and its relationship to other Agency Components, and the Intelligence Community. These records are held subjectively under an established numerical system, and cover the period of: 1961 to present.</p>	30.0	<p>Permanent. Break files annually, or at such other time as volume considerations render the retention of these files in active file space impracticable. Retire to the Records Center.</p> <p style="text-align: right;">11 D</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6</p> <p><u>OCS REGULATORY ISSUANCE FILES</u></p> <p>These issuances consist of OCS Orders, Notices, and other issuances directive in nature, or issued for informational purposes, relating to the administration and management of the Office of Computer Services. These issuances are controlled by the Administrative Staff which maintains the master file. Period covered: 1965 to present.</p>	.1	<p>Permanent. Maintain on a current basis. Retain superseded issuances for an additional year and retire to the Records Center.</p> <p>II A</p>
3.	<p><u>SUBJECT FILES</u></p> <p>These files are those held throughout the major components of OCS, with the exception of the Administrative Staff, in addition to those files specifically covered in this Records Control Schedule as readily identifiable and integral file series. These files are those which have been designated official OCS files, and for which the respective components have been declared the office of record. These files are general files which contain letters, memoranda, and other types of documents and records pertaining to the respective component's projects, operations, administration, policy, planning, and management. These records are held subjectively under an established file system. Period covered: 1963 to present.</p>	100.0	<p>Temporary. Break files annually, or at such other time as volume considerations render the retention of these files in active office space impracticable. Retire to the Records Center. Destroy 25 years after receipt in the Records Center.</p>
4.	<p><u>ADMINISTRATIVE FILES</u></p> <p>These files are those held by the Administrative Staff, OCS, as the office of record, and consist of letters, memoranda, standard forms, and other documents pertaining to the administration and management of the Office of Computer Services. These files are those held throughout the major components of OCS, with the exception of the Administrative Staff, in addition to those files specifically covered in this Records Control Schedule as readily identifiable and integral file series. These files are those which have been designated official OCS files, and for which the respective components have been declared the office of record. These files are general files which contain letters, memoranda, and other types of documents and records pertaining to the respective component's projects, operations, administration, policy, planning, and management. These records are held subjectively under an established file system. Period covered: 1963 to present.</p>	45.0	<p>PROPERTY OF THE CIA</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6 <u>ADMINISTRATIVE FILES (cont'd)</u>	37A000100180008-6 100180008-6	
	(a) Subject Files: These files consist of reports, correspondence, and other documents pertaining to the overall mission and functions of OCS, Administrative Staff, not included in the specific categories described below. These files are held under a subject-numeric system. Period covered: 1963 to present.		Temporary. Break files annually, or at such other time as volume considerations render the retention of these files in active office space impracticable. Retire to the Records Center. Destroy 25 years after receipt in the Records Center.
	(b) Personnel Files: These files are those maintained as the "soft files" for OCS personnel and applicants. These files are maintained alphabetically. Period covered: 1963 to present.		Temporary. Maintain on a current basis. Upon termination or transfer of the employee, screen and forward material not previously forwarded to the Office of Personnel, or the gaining office. Destroy remaining papers.
	(c) Training Files: These files consist of duplicate training requests, training catalogs, schedules, and other materials pertaining to the OCS training function. These files are held subjectively. Period covered: 1965 to present.		Temporary. Maintain on a current basis. Destroy when no longer needed.
	(d) Security Files: These files consist of memoranda, reports, and other documents pertaining to personnel and physical security of OCS. These files are held subjectively. Period covered: 1965 to present.		Temporary. Maintain on a current basis. When no longer needed, screen and forward material not previously forwarded to the Office of Security. Destroy remaining papers.

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4.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6</p> <p>ADMINISTRATIVE FILES (cont'd)</p> <p>e. Logistics Files:</p> <p>These files consist of memoranda, work orders, requisitions, purchase orders, equipment rentals, property accountability records, logs, and other documents pertaining to logistical support of OCS. These files are held subjectively. Period covered: 1963 to present.</p> <p>f. Budget and Finance Files:</p> <p>These files consist of office estimates, instructions, narrative and statistical statements of requirements, vouchers, travel orders, correspondence, and other records pertaining to the budget and fiscal support of the Office of Computer Services. Period covered: 1965 to present.</p> <p>g. Contract Files:</p> <p>These files consist of contracts and other documents related to OCS contractual services. Period covered: 1965 to present.</p>		<p>Temporary. Maintain on a current basis. Property, and other records subject to audit are to be retained until completion of the audit. When no longer needed, screen and forward material not previously forwarded to the Office of Logistics. Destroy remaining papers.</p> <p>Temporary. Break files annually at the end of the fiscal year. Retain an additional 3 years and destroy.</p> <p>Temporary. Maintain on a current basis and 6 months after termination. Screen and forward pertinent papers to the Office of Logistics. Destroy remaining papers.</p>

REF ID: A6570

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5.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6</p> <p><u>TECHNICAL ANALYSIS AND SYSTEMS DEVELOPMENT FILES:</u></p> <p>These files consist of studies, job requests, documentation, procedures, and other materials developed by systems analysts and programmers, as well as other technical personnel, in conducting feasibility studies, developing automatic data processing systems, preparation of programs, and implementation and operation of the systems. These files are held in the form of card decks, machine listings, standard forms, and other documentation. These files are generally held as working files of the respective component analyst personnel and are of transitory value directly related to the time frame in which a system is studied, developed, and placed into operation. It becomes reference material, but is unrelated to the reference material, <u>per se</u>, listed below. Period covered: 1965 to present.</p>	300,0	<p>Temporary. Maintain on a current basis. When no longer needed, screen and transfer record material not already incorporated to component, or other pertinent, subject, project, and operational files. Destroy remaining papers.</p>
6.	<p><u>REFERENCE FILES</u></p> <p>These files consist of manuals, reports, operating system information, reference books, periodicals, technical journals, and other types of material published by vendors and/or contractors with respect to the technical and operational aspects of automatic data processing systems and equipment. This material is generally held on desks, or in readily accessible equipment in close proximity to OCS analytical and operational personnel. Period covered: 1963 to present.</p>	200,0	<p>Temporary. Maintain on a current basis. Destroy when no longer needed for reference, or when becoming obsolete or superseded.</p>

Records Disposition Authority

Records Control Schedule 96-67-1 for the Office of Computer Services is approved and authority hereby given to implement the disposition instructions therein.

Preparation:



RECORDS MANAGEMENT ANALYST

26 OCT 1967

Date

Approval:



CIA RECORDS ADMINISTRATION OFFICE

26 OCT 1967

Date

4 OCT 1971

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP78-A000100180008-6

OCS-1502-71
29 September 1971

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : DD/S&T Records Management Officer *SJM*

SUBJECT : Records Control Schedule 96-67-1 Revision

1. Attached are an original and three copies of a proposed revision to the OCS Records Control Schedule 96-67-1, item number 7, page 7. This revision is forwarded for your review and approval.

2. The change in the schedule is for the retention and retirement of the chronological files held in the executive offices of the Director, Computer Services. These files are a valuable historical record of this office and generally deal with the overall direction, mission and function of the office.

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APPROVED

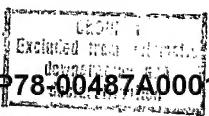


CIA Records Administration Officer

Records Management Officer, OCS

21 Oct. 1971
Date

25X



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	<u>CHRONOLOGICAL FILES</u> a) These files contain copies of correspondence prepared in the executive offices of the Director, Computer Services. Contents of these files deal with the overall direction, mission and function of the office. These files are held chronologically by date. Period covered: 1964 to present.	4.0	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6 Permanent <i>2/11/93</i> XXXXXXXX Break files annually or at such other time as volume considerations render the retention of these files in active office space impracticable. Retire to Records Center. XXXXXXXXXXXXXX XXXXXXXX XXXXXXXXXXXXXX Historical records. <i>2/11/93</i>
	b. These files contain copies of correspondence prepared by the OCS components and maintained as extra copy reading files. These files are held chronologically by date. Period covered: 1965 to present.	6.0	Temporary. Break files annually. Retain an additional 6 months and destroy. (Non-record).

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7.	<u>CHRONOLOGICAL FILES</u>	10.0	<p>Approved For Release 2005/11/21 : CIA-RDP78-00287A000100180008-6</p> <p>Temporary. Break files annually. Retain an additional 6 months and destroy.</p> <p><i>See revised item Task file as next page 1a</i></p>
8.	<u>PUBLICATION FILES</u>	2.0	<p>Temporary. Retain on a current basis. Destroy when no longer needed, or when superseded or made obsolete.</p>
9.	<u>DOCUMENT CONTROL FILES</u>	1.0	<p>Temporary. Retain on a current basis. Destroy when no longer needed.</p>
10.	<u>PROJECT FILES</u>		<p>These files consist of card decks, tapes, machine listings, documentation, data input records, and other materials received in, maintained by, or produced by the Office of Computer Services in the operation of its Computer Center to provide computer services to customer components of the Agency, as well as internal OCS projects. These services are under project (job) control, with each being given a number and title. The Office of Computer Services is the office of record for this material only to the extent that it is received.</p>

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10.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6</p> <p><u>PROJECT FILES (cont'd)</u></p> <p>tation and data processing media in fulfilling its functions as a service organization. Customer components retain the responsibility for basic input data, and for making provisions for the disposition of the data output prepared by OCS. These files are under the jurisdiction and control of the Computer Center (Technical Staff, and Operations Division), OCS, and are maintained under the following categories. Period covered: 1961 to present.</p> <p>a. <u>Systems Design, Programming and Production Procedures Manual:</u></p> <p>This manual outlines and describes the standard practices which must be used in order to initiate program, document, and process a project in OCS. Standard practices are described for having a project approved for development in OCS, and for study, programming, testing, documenting, production, filing, and accounting procedures.</p> <p>b. <u>Master Project Control Files:</u></p> <p>These files are those maintained in the Operations Division, Production Control Branch, as the office of record. These files consist of project approval records, systems documentation, programming manuals, a run book, source program master and index listings, object programs, customer codes, programmer diagram codes, and project status listings. These files are held by project number and name.</p>	.1	<p>Temporary.</p> <p>Technical Staff: Maintain the master copy and distribution control on a current basis. Maintain one copy as a vital document in the Vital Materials Repository.</p> <p>Manual Custodians: Maintain on a current basis. Return to the Technical Staff when no longer needed for reference.</p>
		50.0	<p>Temporary. Maintain on a current basis with a duplicate copy held as a vital document in the Vital Materials Repository. As changes are recorded in the vital document copy, retain these changes as the history of the project. Upon termination of the project, retire the vital materials copy to the Records Center. Destroy 10 years after receipt in the Records Center.</p>

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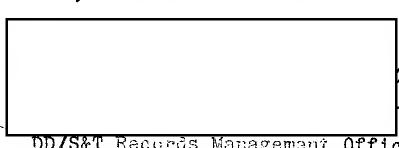
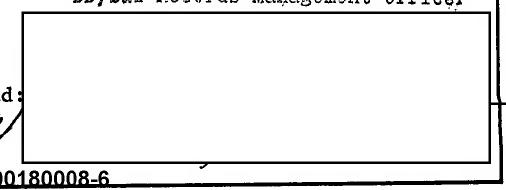
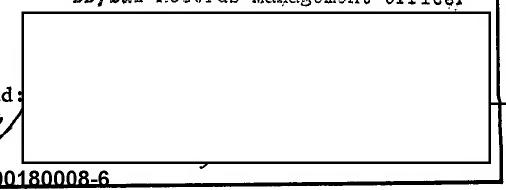
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10.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6 <u>PROJECT FILES (cont'd)</u> <u>c. Input Source Document Files:</u> These files consist of documents submitted to OCS from which data is converted to forms appropriate to the updating of data files for a particular project in the OCS Computer Center. These source documents may be duplicate copies of source documents, code sheets, or other documents received from the respective customer component. These files are maintained by type. <u>d. Card Deck Files:</u> <u>(1) Source Program Cards and Documentation:</u> These files consist of source programs held on IBM cards coded under established program language standards and procedures set forth in the <u>Systems Design, Programming and Production Procedures Manual</u> , as well as machine runs as backup to the cards. These records are held by project number and title. <u>(2) Data Cards:</u> These files consist of IBM cards constituting a basic data bank in support of Computer Center services. These cards are held by project.	30.0 Temporary. Maintain for a period of 3 months following date incorporated into OCS data files for the respective project, then destroy. 20.0 Temporary. Maintain on a current basis. When practicable place source programs on tape and deposit as vital records in the Vital Records Repository, along with the machine run documentation. Otherwise, deposit card decks and related machine run documentation as appropriate. Upon termination of the project, retire to the Records Center. Destroy 10 years after receipt in the Records Center. 50.0 Temporary. Maintain on a current basis. Destroy as updated or no longer needed for reference or backup purposes.
		<p>23 Aug 1968</p> <p>Approved CIA Records Administration Officer Date</p>

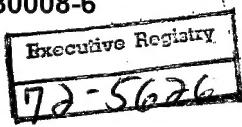
* Revised: 7 August 1968

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10	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100180008-6 <u>PROJECT FILES (cont'd)</u>	1,000.00	Temporary. Maintain on a current basis. Upon termination of the project, retire data tapes to the Records Center when such tapes are not obsolete, nor subject to further updating, but rather represent historical data worthy of limited retention as an integral part of the project file. Program tapes are to be retired to the Records Center. Program tapes and data tapes retired to the Records Center are to be incorporated with the master project control files into the respective project file. Destroy 10 years after receipt in the Records Center.
	(e) <u>Magnetic Tape Files:</u> These files consist of magnetic tapes containing programs and data pertaining to the projects serviced by the OCS Computer Center. These tapes are held under a numerical system in an established tape library, supported by a card and machine listing catalog.		
	(f) <u>Machine Listing Files:</u> These files consist of machine listings produced in connection with the OCS Computer Center Project support function. These runs are used for reference and other purposes by analysts and other personnel of the Computer Center.	40.0	Temporary. Maintain on a current basis. Destroy when no longer needed for reference purposes, or superseded.
	(g) <u>Computer Processing Request:</u> These files consist of completed Computer Processing Request (Form 2737). This form provides OCS with a signed record of completed jobs picked up by the customer.	40.0	Temporary. Maintain for a period of 6 months then destroy. Retain in current files for 1 month, then retire to Records Center.
			Approved:  DD/S&T Records Management Officer  Approved: 

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19 October 1972

MEMORANDUM FOR: Special Assistant for Information Control,
Executive Director-Comptroller

ATTENTION : Chief, Records Administration Branch, DCI

SUBJECT : Interim Authority to Retire Project Records of
SIPS Task Force

1. During the six years that the SIPS Task Force has been actively engaged in systems analysis and development, considerable amounts of project control and reference material have accumulated - most of the materials bearing directly on the day-to-day activities of the Task Force. With the advance of the project into the final design and implementation phases, however, certain segments of the records have become inactive and should be retired to prevent improper utilization of safe and vault space.

2. An effort is currently in process to draft a Records Control Schedule in coordination with [redacted] DDS Records Management Officer. The draft schedule should be ready for review and approval during the next two months.

3. To enable the SIPS Task Force to cope with immediate record disposition problems, it is requested that the Task Force be granted interim authority to retire a limited amount of material to the CIA Records Center [not to exceed 6 boxes].

STA

STA

Records Management Officer
SIPS Task Force

APPROV